

TOWN OF VIENNA, VIRGINIA ADMINISTRATIVE REGULATIONS		
<u>Subject:</u> ADMINISTRATIVE REGULATIONS	<u>Regulation No:</u> 1.0	<u>Effective Date:</u> March 14, 1994
<div style="border-top: 1px solid black; margin-top: 5px;">Supersedes:</div>		

I. SCOPE

All department heads, division heads, supervisors and employees of the Town of Vienna, Virginia, will be guided in administrative policy by Administrative Regulations which will be issued from time to time by the Town Manager.

II. SUBJECT MATTER DIVISION

Administrative Regulations will be divided according to subject matter in the following manner:

Chapter 1 - General
Chapter 2 - Personnel
Chapter 3 - Communications
Chapter 4 - Purchasing
Chapter 5 - Information and Assistance
Chapter 6 - Vehicle Use and Travel
Chapter 7 - Finance

III. FILING OF ADMINISTRATIVE REGULATIONS

Each department head shall file current Administrative Regulations for ready reference in a standard three-ring binder.

IV. PROMULGATION AND EFFECTIVE DATE

Administrative Regulations are to be considered promulgated when they are received by department heads. The effective date of Administrative Regulations is indicated on each page of the regulation.

V. PREPARATION OF ADMINISTRATIVE REGULATIONS

When department heads or other Town officials become aware of situations requiring clarification as to specific policy, they should prepare a proposed Administrative Regulation for the Town Manager's consideration.

VI. ISSUANCE OF ADMINISTRATIVE REGULATIONS

Administrative Regulations may be issued by the Town Manager; or in cases of the prolonged absence or disability of the Town Manager, they may be issued by the Acting Town Manager with utmost caution.

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VII. APPLICABLE DOCUMENTS

None

<p><i>Signature of Town Manager:</i></p>	<p><i>Date:</i></p>
	